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Summer 2005

### CS 205: Computer Literacy and Office Automation

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# CS205 COURSE SYLLABUS

Computer Literacy and Office Automation

SUMMER 2005

## COURSE OBJECTIVES:

- To understand basic computer operations and the principal components of a computer and connected peripheral devices
- To understand and examine current operating systems, software utilities, device drivers and application software
- To define and understand current storage technology and learn about logical file storage and management
- To become proficient in using:
  - Windows XP
  - Spreadsheet Applications
  - Database Applications
  - Presentation Graphics Applications
  - To understand the basics of email

The course is divided into 6 modules and may be presented in the following order:

- 1) Computer Concepts
- 2) Introduction to Windows
- 3) Word Processing
- 4) Spreadsheet
- 5) Database
- 6) Presentation Graphics

The following software is used in the 320 Oelman lab:

- Microsoft Windows XP
- Microsoft Office 2003
- Internet Explorer

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## REQUIRED TEXTS:

Computer Concepts 5th Edition by June Jamrich Parsons and Dan Oja

Microsoft Office 2003 Introductory Concepts and Techniques by Shelly, Cashman and Vermaat

All Files referenced in the Office 2003 book can be found in U:\Student Data Files\Sections 5 6  
There is no need to download the files as described in the book

***Note: You are responsible for purchasing the books and bringing them with you to class. Books for loan are not available in the classroom and lab.***

## REQUIRED MATERIALS:

2 high density diskettes (1.44 MB)

## CS205 Proficiency Exam

Students taking the CS205 Proficiency Exam will potentially earn credit for the course (4 credit hours) IF they can pass all sections of the exam with an average of 80% or better on each of the following sections;

- Computer Concepts
- Windows
- Word
- Excel
- Access
- PowerPoint

If a student passes the exam and is currently enrolled in the course, he/she must withdraw from the course.

### **HOMEWORK ASSIGNMENTS:**

#### **Completing a Project:**

Before class, read through the proper chapter in the book. During your class lab or open lab, **Do The Project (Hands on work in chapter)**. In some of the later modules, you may be required to show certain files that are created during the project.

### **Computer Concepts Module (5 assignments@4 pts each) – Printed/ On Disk**

#### **Procedure for Answering Questions for Computer Concepts Module:**

Use Notepad, Wordpad or other Word Processor to record the answers to the questions. Turn in a hard copy to your Instructor or TA.

**Assignment 1:** *Read:* Office 2003 Book – Intro to Computers – Pages COM2-COM18  
*To Hand In:* MC and Fill In questions – these are already available in class or follow instructions on page COM 39 #1 to print the questions from the internet

**Assignment 2:** *Read:* Computer Concepts Book Unit B (all)  
*To Hand In:* Fill in the blank questions on p 67 (1 – 20)  
There is a typo on #7 – It should read “CD-RW technology...”  
Type the question # and your answer for each question (use Word or other word processor)

**Assignment 3:** *Read:* Computer Concepts Book Unit C (all)  
*To Hand In:* Fill in the blank questions, p 101 (1 – 20)  
Type the question # and your answer for each question

**Assignment 4:** *Read:* Computer Concepts Unit A (all)  
*To Hand In:* Fill in the blank questions, p 31

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*To Hand In:* Fill in the blank questions, p 101 (1 – 20)  
Type the question # and your answer for each question

**Assignment 4:** *Read:* Computer Concepts Unit A (all)  
*To Hand In:* Fill in the blank questions, p 31

**Assignment 5:** Read: Computer Concepts Unit E (all)

To Hand In: Fill in the blank questions, p. 173 (1 – 20)

Type the question # and your answer for each question

### **Introduction to Windows Module (1@ 4 pts total) – On Disk**

Read:

Office 2003 Book Windows XP Project 1 (pgs Win4 – Win82). Do all hands-on exercises in chapter for practice

To Hand In: Perform assignment on Windows XP worksheet (handed out in class).

**On all printed assignments, include the required header and footer listed below**

**Header:** Section # (left)

**Name (right)**

**Footer:** Date (left)

**Assignment # (right)**

### **Excel Module (3 @ 10 pts each) - Printed**

**All Excel Assignments must be printed twice – once showing values and once showing formulas**

**Assignment 1:** Read: Office 2003 Book – Excel Project 1

To Hand In: In the Lab 1, page EX 58-59

- Skip step 6
- During step 7, put the information requested into cells A11:A15 instead of the cells given in the book
- Skip step 9
- Before printing in step 11, add the required header and footer. Then print, display your formulas and print again (landscape on one page)

**Assignment 2:** Read: Office 2003 Book Excel Chapter 2

To Hand In: In the Lab 1, page EX 132-133

Special instructions:

- Step 3 – use the Sum function

- Step 6 – If you do not have the specified font, pick something similar. Change the background color to red for A1:I2
- Step 10 – use the required header and footer and make sure it prints on one page
- Step 11 – print the formulas, in landscape, on one page
- After you are done with the steps in the book, create a 3-D pie chart using the Employee Names and their Net Pay. Include a title, no legend and with category name and percentage showing. Create the chart as a new sheet. Once it is finished, increase the title font size to 24, bold the labels, explode the largest pie piece and elevate the chart to 50. Add the required header and footer before printing. Turn in all 3 printouts stapled together.

**Assignment 3:** Read: Office 2003 Book, Excel Chapter 3

**To Hand In:** In the Lab 1, page EX 212-214 (**Part 1 and 2 only**)

**Special Instructions:**

- Step 4 – make columns B through H the width of 11.57
- Step 5, format the assumptions so that they look the same as shown
- Before printing in step 10, add the required header and footer
- Skip step 11
- Part 2 – include the required header and footer and print the chart only
- After you finish Part 2, go back to the spreadsheet and use the goal seek to determine a margin (cell B24) that would result in a net income in 2010 of \$1,000,000. Print the **chart** again and on that printout, hand write the new margin that the goal seek computed. Turn in the four printouts stapled together.

**Access Module (4 @10pts each)**

**Assignment 1:** Read: Office 2003 Book, Access Chapter 1

**To Hand In:** In the Lab 1, page AC 56-58

**Special Instructions:**

- Skip steps 4 & 7
- During step 10, when you create the report, include your full name and section in the title. Print the report from Access (it will not have the required header and footer)
- When you are finished with the steps in the book, do the following steps so that you can print the table contents from Excel (If you are familiar with Word, you may print the tables from Word, rather than Excel).
  - Open the Item table in datasheet view. Highlight all of the records. Copy the records to the clipboard. Click on the Start button and open Microsoft Excel. In a new spreadsheet, make the file landscape and insert your required Header and Footer
  - Go under the Edit Menu to the "Paste Special" command. Choose the option for text.
  - Return to Access (use taskbar on bottom of screen)
  - Open the Supplier table in datasheet view and perform the same steps listed above to print the Supplier table from within Excel
  - Both tables will be on the same sheet. Make sure that all data is visible in the cells
  - Print from within Excel, with both tables (in landscape) and on one page

- Turn in both printouts stapled together

**Assignment 2:** Read: Office 2003 Book, Access Chapter 2

**To Hand In:** In the Lab 1, page AC 109-110 (continuation of Assignment 1)  
**Do Not Print Each Step!!**

**Special Instructions:**

- For each step, where it says to print, you should “SAVE AS” the query onto your disk. Use the step number from the book to individualize the queries. Create all queries in Design View.
- Skip steps 5, 8 and 10 (You should have 10 queries when finished)
- When you are finished, run each query and copy to Excel (or Word) as explained in Assignment 1. You should be able to fit the results of all the queries on 2 – 3 pages. Print these pages in either landscape or portrait.

**Assignment 3:** Read: Office 2003 Book, Access Chapter 3

**To Hand In:** In the Lab 1, page AC 168 (Continuation of Assignment 2)

**Special Instructions:**

- Step 3 – click on the browse button to find your Birds2U file from assignment 2
- Skip step 7
- Step 8, do not print
- Skip steps 12 – 14
- Print the contents of both tables as described in Assignment 1.

**Assignment 4:**

**To Hand In:** Cases and Places 1, page AC 63, AC 112 and A171

**Special Instructions:**

- In the first chapter, create the tables as explained in the book. You will have one table for the clients and another table for the walkers. They will have a field in common (Walker Number). You will get the data for the tables from a file on your student disk. If you do not have the student disk, ask for the file. After you have all of the data entered, you will print the tables using the same instructions given in Assignment 1, using the required header and footer.
- In the second chapter, create and save the queries given. Print the results of these queries as you did in assignment 2.
- In the third chapter, do steps a – c only. During step (c), put in the default value and validation requested. Also, put in validation text. Print the table about the customers only – using the same instruction given in Assignment 1 with header and footer. On your printout, record EXACTLY what you typed in as the default value, validation rule and validation text.
- Turn in all these printouts stapled together

## Power Point Module (2 @ 10 pts) – Turn in On Disk

**Assignment 1:**      Read: Office 2003 Book, PowerPoint Chapter 1

To Hand In: In the Lab 2, page PPT 72 – PPT 73

**Special Instructions:**

Step 7: Do not Print. Close the file and hand in on disk

**Assignment 2:**      Read: Office 2003 Book, PowerPoint Chapter 2

To Hand In: In the Lab 3 page PPT 136 – PPT 137

**Special Instructions:**

Not all clipart images or pictures are available. Choose other options if necessary.

Step 9: Do not print

Step 10: Email the presentation to me ([terri.bauer@wright.edu](mailto:terri.bauer@wright.edu)). Your file will be attached to the email